










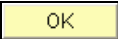



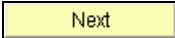

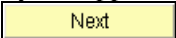




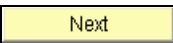
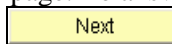
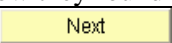
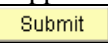


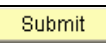


Create a New Account/Establish Resume

1.	Click the Create / Update Resume Create / Update Resume link.
2.	Click the Are you a new applicant? Click here to register Are you a new applicant? Click here to register link.
3.	Enter your Email Address in the field. Note: If you do not have an e-mail account, click the Need a personal e-mail account? link. A pop-up window will direct you to yahoo.com or hotmail.com to establish a free e-mail account.
4.	Enter a desired password into the Password field. Passwords should be six (6) characters with at least one (1) numerical value.
5.	Enter the password into the Confirm Password field and click the  button
6.	The online resume/application contains circles (bubbles) at the top of each page for easy reference. The circle will turn gray when completed. The current page will be noted by a yellow/gold outline. Note that the application is thirteen (13) web pages. Page 1 provides an opportunity to paste resume text for the recruiter/hiring manager to view. Applicants may submit their application without providing a resume, However, applicants must complete the applicant pages in order to be considered for positions. This option is the selected default. Click the  button.
7.	Page 2 records the applicant's contact information (name, address, e-mail address, and Social Security number). The State of Indiana may request your Social Security number under authority of Indiana Code 4-1-8 to accomplish statutory requirements. Disclosure is mandatory and the application may not be processed without it. Enter all pertinent information. When complete click the  button.
8.	Page 3 records information about your current and prior employment. Click the  button to record this information. Enter all pertinent information. When complete click  . Use the  button to note additional employment details. When finished, click the  button to move to the next page.
9.	Page 4 records an applicant's Education details. Select the *Highest Education Level . Click the  button to note school information. Enter all pertinent information. Follow the same step to enter college/university information. When complete click the  button to continue. Note: For assistance locating school and degree information use the  button.
10.	Page 5 The Training page allows applicants to note professional development or additional training achievements of interest. Click the  button to enter training session information. Enter all pertinent information. When complete click the  button. Click the  button to note additional training sessions. When finished, click the  button.
11.	Page 6 records language proficiencies (i.e. Spanish, French, Arabic). Click the  button to note language proficiencies. When finished, click the  button.
12.	Page 7 records Licenses and Certifications earned by the applicant. Click the  button to note licenses or certifications. When finished, click the  button.
13.	Page 8 records professional memberships. To note professional memberships, click the  button.

	When finished, click the  button.
14.	Page 9 allows applicants to note preferences related to information such as the applicant's geographical preference and desired work hours. Enter all pertinent information. When complete click the  button to advance to the next page.
15.	Page 10 records professional references. Click the  button to note your references. When finished, click the  button.
16.	Page 11 requests the applicant to answer questions about the applicant's qualifications. Please attempt to answer each question in the list and remember to scroll to the bottom of the page. To answer a question, click the appropriate checkbox for your response. When complete click the  button to move to the next page.
17.	Page 12 allows the applicant to state how they found out about the job and note current or past state employment. When finished, click the  button.
18.	Click the checkbox to accept the certification statement. Note: the application cannot be submitted if you do not agree to the certification statement. When ready click the  button. After clicking the submit button a page will load to verify that your resume has been successfully submitted. Click the  button.
19.	The State of Indiana requests applicants submit information to help us with Equal Employment Opportunity record keeping. Applicants may choose to Accept or Decline the invitation to submit this information. To enter this information click the  button. Enter all pertinent information and click the  button.
20.	The applicant will be returned to the Applicant Home Page after the resume has been submitted.

View Job Postings/Apply for Job Vacancies

1.	<p>After an applicant has submitted their resume information they will be returned to the Applicant Home Page. From this page, the applicant has several options to select. The options are:</p> <p>Create/Update Resume View Job Posting/Apply for Jobs Job Search Agent Job Search Agent Results View Applicant Status Update Contact Information Self Identification Manage Additional Attachments Change Password.</p> <p>For instructions on these selections please review the eRecruit External Applicant Manual located under</p> <div style="border: 1px solid blue; padding: 10px; text-align: center; margin: 10px 0;"> <p>Non-State Employees First Time Users and Users with Accounts Click here</p> </div> <p>the button. Selecting this link will open the manual: For step-by-step instructions, click here.</p>
2.	To view the current Job Postings click the View Job Postings / Apply for Job View Job Postings / Apply for Job

	link. The applicant can define their search criteria by selecting desired categories and adding additional information in the fields on this page. Note: To view the entire Job Bank leave all fields blank and click the <input type="button" value="Search"/> button.
3.	When the search is complete and a list is returned click the Posting Title link to view the job posting details.
4.	If the posting is of interest and you'd like to add it to your job basket, click the Add Job to Basket button. To view additional postings, click the Return to Job Postings link to return to the search results.
5.	When finished adding jobs to your job basket, click the <input type="button" value="Apply for Jobs in Basket"/> button to complete the online application/resume.
6.	Your stored online resume will load. Review the information that is stored on your resume. While reviewing your resume you may add or delete information as needed.
7.	There is a questionnaire page (Page 11) as part of the job application process. All applicants must answer these questions in order for their resume to be considered.
8.	The final page of the application is the certification statement. Please review the information on this page and click the <input type="checkbox"/> checkbox to accept the certification statement. Note: the application cannot be submitted if you do not agree to the certification statement.
9.	Click the <input type="button" value="Submit"/> button. This will take you to a confirmation page. Click the <input type="button" value="OK"/> button to verify your application has been successfully submitted. Congratulations!

Special Note:

Additional information is available by accessing our Website
<http://www.in.gov/jobs/stateemployment/fe/apply.html>

Additional resources include:

- Create an Email account
- Frequently Asks Questions
- Link to Full Text Manual